



Security Role Profile ~ Department Roles

***Prepared by 21st Century Project
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Security Role Profile - Department Roles

Benefits Display

Benefits

Role Description: Benefits Display

The Benefits Display role allows display only access to Benefit Plans including: Health, Insurance, Savings, Flexible Spending, and Retirement Plans. This role can view benefit-related information, but does not have the ability to update employees' benefits. A person assigned this role should be someone that communicates benefit enrollment. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- Print benefit statements
- View benefit costs
- View benefit enrollment information
- View benefit participation
- View employee dependent information
- View employee's salary information
- View payroll deductions for employee
- Execute standard SAP Benefit Reports

Related Processes

- Benefits Enrollment
- Work and Life Event Changes

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- None

Key Transaction Codes

- HRBEN0006 - Report Participant Overview
- HRBEN0015 - Benefit Confirmation Forms
- HRBEN0079 - Report Change of Eligibility Status
- HRBEN0081 - Stats Employee Demographics
- HRBEN0083 - Report Change of General Benefits
- HRBEN0087 - Stats Benefit Election Analysis
- HRBEN0089 - Stats Enrollment
- PA20 - Display HR Master Data
- ZBN_NOTICE_DEPTRN26 - Notice of Dependent Turning 26
- ZBN_PRE_PA_ACTIONS - Previous Day PA Actions
- ZBNR_BEN_ELG - Employees Who Had a Change in Benefit Eligibility
- ZBNR_DEDUC_NOT_TAKEN - Deduction Not Taken



Security Role Profile - Department Roles



Benefits Display

Benefits

Commonly Used Infotypes

- Read Actions (0000)
- Read Additional Personal Data (0077)
- Read Address (0006)
- Read Basic Pay (0008)
- Read Corporate Functions (0034)
- Read Date Specifications (0041)
- Read Family Dependent (0021)
- Read Flexible Spending Accounts (0170)
- Read General Benefits Information (0171)
- Read Health Plans (0167)
- Read Insurance Plans (0168)
- Read Miscellaneous Plans (0377)
- Read Monitoring of Task (0019)
- Read Org Assignment (0001)
- Read Other US Taxes (0235)
- Read Payroll Status (0003)
- Read Personal Data (0002)
- Read Planned Working Time (0007)
- Read Qualifications (0024)
- Read Residence Status (0094)
- Read Residence Status (VISA) (0048)
- Read Savings Plans (0169)

Security Role Profile - Department Roles

Benefits Processor

Benefits

Role Description: Benefits Processor

The Benefits Processor role maintains benefit enrollments, changes and terminations. This role performs analysis and audits to ensure employee compliance with relevant benefit rules and regulations.

Tasks/Responsibilities

- Enters and/or updates benefits enrollment data into SAP for employees
- Manage Benefits Master Data
- Monitor "New Hires, Rehires and Transfers" to ensure employees are enrolled into the appropriate plans. If not, then communicate options to employees and/or enroll employees into appropriate plans.
- Process Benefits terminations
- Provide employees with information and answer questions regarding employee benefits
- Receive and approve documentation for Life Change events, then generate the appropriate "adjustment reason" and process enrollment according to the event.
- Execute benefit related reports
- Send benefit confirmations as requested
- Troubleshoot and resolve employee benefits issues
- Coordinate with DPA to receive approval for enrollments outside of normal rules (DPA creates an adjustment reason for these situations when approved).
- Coordinate with CalPERS when necessary

Related Processes

- Benefits Enrollment
- Work and Life Event Changes

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Benefits Display
- Benefits BW Reports – Benefit Audit Reports

Key Transaction Codes

- HRBEN0001 - Maintain Enrollment Plans
- HRBEN0014 - Termination of Plan Participation
- HRBENUSCOB02 - Process of Qualifying Cobra Events & Letters
- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- ZBN_COBRA_NOTIFY - Cobra Notification



Security Role Profile - Department Roles

Benefits Processor

Benefits

Commonly Used Infotypes

- Read Actions (0000)
- Read Additional Personal Data (0077)
- Read Additional Withholding Info US (0234)
- Read Basic Pay (0008)
- Read COBRA-Qualified Beneficiary (0211)
- Read Corporate Functions (0034)
- Read Credit Plans (0236)
- Read Date Specifications (0041)
- Read Org Assignment (0001)
- Read Personal Data (0002)
- Read Planned Working Time (0007)
- Read Residence Status (0094)
- Read Residence Status (VISA) (0048)
- Update Additional Payments (0015)
- Update Address (0006)
- Update Adjustment Reasons (0378)
- Update Family Dependent (0021)
- Update Flexible Spending Accounts (0170)
- Update General Benefits Information (0171)
- Update Health Plans (0167)
- Update Insurance Plans (0168)
- Update Miscellaneous Plans (0377)
- Update Monitoring of Tasks (0019)
- Update Qualifications (0024)
- Update Recurring Payments/Deductions (0014)
- Update Savings Plans (0169)

Security Role Profile - Department Roles

Budget Analyst

Organizational Management

Role Description: Budget Analyst

The Budget Analyst role serves as the first approval or rejection level for changes to positions. Upon approval, the workflow is routed to the Budget Officer for the next level of approval. Additionally, this role approves reinstated positions that have been identified through GC12439 process. For positions that are rejected, the workflow routes back to the OM Personnel Processor. Users may be assigned both the Budget Analyst and the Budget Officer roles for smaller agencies.

Tasks/Responsibilities

- First level of approval/rejections for changes to current positions
- First level of approval/rejections for reinstated positions (GC12439)

Related Processes

- Create or Edit Position

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Position Control

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Organization Management Display
- OM BW Reports – Position
- OM BW Reports – GC12439
- OM BW Reports – Turnover

Key Transaction Codes

- MyCalPAYS Portal - Change Position Workflow
- MyCalPAYS Portal - Create Position Workflow
- MyCalPAYS Portal - GC12439 Re-Establish Positions Workflow

Commonly Used Infotypes

- Read Account Assignment Features (1008)
- Read Descriptions (1002)
- Read Employee Group/Subgroup (1013)
- Read General Attributes (1222)
- Read Justify Re-establishment (9012)
- Read Objects (1000)
- Read Planned Compensation (1005)
- Read Position Attributes (9002)
- Read Relationships (1001)



Security Role Profile - Department Roles

Budget Analyst

Organizational Management

- Read Vacancy (1007)
- Read Work Schedule (1011)



Security Role Profile - Department Roles

Budget Officer

Organizational Management

Role Description: Budget Officer

The Budget Officer role serves as the second approval or rejection level for changes to positions. For positions that require, Department of Finance (DOF) approval, the workflow is then routed to DOF for the final level of approval. For positions that do not require DOF approval, the Budget Officer is the final level of approval. Additionally, this role approves reinstated positions that have been identified through the GC12439 process. For positions that are rejected, the workflow routes back to the OM Personnel Processor. Users may be assigned both the Budget Analyst and the Budget Officer roles for smaller agencies.

Tasks/Responsibilities

- Second level of approval/rejections for changes to current positions
- Second level of approval/rejections for reinstated positions (GC12439)

Related Processes

- Create or Edit Position

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Position Control

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Organization Management Display
- OM BW Reports – Position
- OM BW Reports – Funding
- OM BW Reports – GC12439
- OM BW Reports – Turnover

Key Transaction Codes

- MyCalPAYS Portal - Change Position Workflow
- MyCalPAYS Portal - Create Position Workflow
- MyCalPAYS Portal - GC12439 Re-Establish Positions Workflow

Commonly Used Infotypes

- Read Account Assignment Features (1008)
- Read Descriptions (1002)
- Read Employee Group/Subgroup (1013)
- Read General Attributes (1222)
- Read Justify Re-establishment (9012)
- Read Objects (1000)
- Read Planned Compensation (1005)
- Read Position Attributes (9002)



Security Role Profile - Department Roles

Budget Officer

Organizational Management

- Read Relationships (1001)
- Read Vacancy (1007)
- Read Work Schedule (1011)



Security Role Profile - Department Roles

Disability Processor

Personnel Administration

Role Description: Disability Processor

The Disability Processor role is responsible for work related and non-work related disability processing.

Tasks/Responsibilities

- Determine eligibility for employee
- Determine leave options
- Enter time for employees on disability
- Place employee on approved/denied disability status
- Place employee on pending disability status
- Review employee benefit plans
- Review employee documentation
- Review employee payroll deductions and salary

Related Processes

- Personnel Administration Actions
- Maintain Employee Data

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- FMLA Administrator - Approver
- Timekeeper
- HR Personnel Display
- Benefits Display
- Payroll Display
- Time Display

Key Transaction Codes

- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- PA40 - Personnel Actions
- ZPY_IDL_LC4800_STATS - Payroll/IDL/LC4800 Gross Statistics

Commonly Used Infotypes

- Update Additional Abx. Data (0082)
- Update Basic Pay (0008)
- Update Employee Action Substantiation (9007)



Security Role Profile - Department Roles

Disability Processor

Personnel Administration

- Update Org Assignment (0001)
- Update Planned Working Time (0007)
- Update Time Quota (0416)
- Update Time Transfer Specifications (2012)
- Update Workers Comp (0076)

Security Role Profile - Department Roles

FMLA Administrator - Absence Coordinator

Time Management

Role Description: FMLA Administrator - Absence Coordinator

The FMLA Administrator Absence Coordinator role manages the absences related to the Family Medical Leave Act (FMLA) events for employees. This includes the ability to link FMLA absences from CATS.

Tasks/Responsibilities

- Link FMLA absences to appropriate events

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Time Display

Key Transaction Codes

- PTFMLA - FMLA Workbench
- ZTM_FMLA - FMLA Overview

Commonly Used Infotypes

- Read Absence Donation/Withdrawal (US) (0613)
- Read Absence Pools (0696)
- Read Absence Quotas (2006)
- Read Absences (2001)
- Read Additional Abx. Data (0082)
- Read Attendance (2002)
- Read Date Specifications (0041)
- Read Org Assignment (0001)
- Read Planned Working Time (0007)
- Read Quota Corrections (2013)
- Read Time Transfer Specifications (2012)
- Update FMLA Event (0672)

Security Role Profile - Department Roles

FMLA Administrator - Approver

Time Management

Role Description: FMLA Administrator - Approver

The FMLA Administrator Approver role manages Family Medical Leave Act (FMLA) events for employees. This includes eligibility checks, approvals, denials, and the ability to link FMLA absences from CATS.

Tasks/Responsibilities

- Create FMLA events
- Link FMLA absences to appropriate events
- Monitor FMLA events with reporting

Related Processes

- Perform FMLA Process

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Time Display

Key Transaction Codes

- PTFMLA - FMLA Workbench
- ZTM_FMLA - FMLA Overview

Commonly Used Infotypes

- Read Absence Donation/Withdrawal (US) (0613)
- Read Absence Pools (0696)
- Read Absence Quotas (2006)
- Read Absences (2001)
- Read Additional Abx. Data (0082)
- Read Attendance (2002)
- Read Date Specifications (0041)
- Read Org Assignment (0001)
- Read Planned Working Time (0007)
- Read Quota Corrections (2013)
- Read Time Transfer Specifications (2012)
- Update FMLA Event (0672)

Security Role Profile - Department Roles

Garnishment Administrator

Payroll

Role Description: Garnishment Administrator

The Garnishment Administrator role allows for the management of the garnishment process including receipt of garnishment information, processing garnishment deductions, and tracking satisfactions and releases of garnishment deductions.

Tasks/Responsibilities

- Maintain garnishment orders
- Process garnishment adjustments

Related Processes

- Payroll Processing
- Garnishment Processing

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Payroll Display
- Personnel Administration (PA) BW Reports – Employee Confidential

Key Transaction Codes

- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- PC00_M10_CPL3U0 - Garnishment Stats
- S_AHR_61016135 - Garnishment Statistics
- S_AHR_61016146 - Garnishment Details Report

Commonly Used Infotypes

- Read Actions (0000)
- Read Additional Payments (0015)
- Read Bank Details (0009)
- Read Basic Pay (0008)
- Read Cost Distribution (Employee) (0027)
- Read Cost Distribution (Position) (0018)
- Read Date Specifications (0041)
- Read Family Dependent (0021)
- Read Monitoring of Task (0019)
- Read Org Assignment (0001)
- Read Payroll Status (0003)



Security Role Profile - Department Roles



Garnishment Administrator

Payroll

- Read Personal Data (0002)
- Read Planned Working Time (0007)
- Read Recurring Payments/Deductions (0014)
- Read Residence Status (VISA) (0048)
- Update Garnishment Adjustments (0216)
- Update Garnishment Document (0194)
- Update Garnishment Order (0195)

Security Role Profile - Department Roles

HR Eligibility Processor

Personnel Administration

Role Description: HR Eligibility Processor

This role is intended to be given to the users responsible for Personnel Transfers. This role is responsible for determining transfer eligibility for employees electing to transfer from one department to another. This role has access to run a report for all employees statewide that contains salary and position information as well as certain employee actions such as hire date, separation date, probationary period, assignment change, and mandatory reinstatement. The report contains enough information to allow the processor to determine if the employee is eligible to transfer to a position in another department.

Note: The access to complete the employee transfer release action is included in the HR Personnel Processor security role. The HR Eligibility Processor role allows access to run a report to determine employee eligibility.

Tasks/Responsibilities

- Determine if employee is eligible to transfer to agency

Role Dependencies

Those assigned this role will also be assigned the following roles:

- None

Key Transaction Codes

- PA20 - Display HR Master Data
- ZPA_EE_TRAN_ELIG - Employee Transfer Eligibility

Commonly Used Infotypes

- Read Actions (0000)
- Read Basic Pay (0008)
- Read Org Assignment (0001)

Security Role Profile - Department Roles

HR Personnel Display

Personnel Administration

Role Description: HR Personnel Display

The HR Personnel Display role has the ability to display and generate reports on human resources data associated with personnel administration actions. The role also allows for viewing and generating reports on sensitive employee data, such as age, gender, ethnicity, salary, and disability. This role is designed for agency HR Directors and associated pertinent staff only. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- View and generate reports on HR data associated with personnel administration actions
- View and generate reports on sensitive employee data, including age, gender and ethnicity
- View and generate reports on such employment data as employee, salary, and disability

Related Processes

- Display Personnel Administration Actions
- Display Employee Data

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- None

Key Transaction Codes

- PA20 - Display HR Master Data
- S_AHR_61016362 - Flexible Employee Data
- S_PHO_48000450 - Date Monitoring
- ZPA_EMPL_INFO_DOC - Employment Information Document

Commonly Used Infotypes

- Read Actions (0000)
- Read Additional Abx. Data (0082)
- Read Additional Payments (0015)
- Read Additional Personal Data (0077)
- Read Address (0006)
- Read Basic Pay (0008)
- Read Date Specifications (0041)
- Read Employee Action Substantiation (9007)
- Read Main Personal Assignment (0712)
- Read Monitoring of Task (0019)
- Read Org Assignment (0001)



Security Role Profile - Department Roles



HR Personnel Display

Personnel Administration

- Read Payroll Status (0003)
- Read Personal Data (0002)
- Read Planned Working Time (0007)
- Read Qualifications (0024)
- Read Recurring Payments/Deductions (0014)
- Read Time Quota (0416)

Security Role Profile - Department Roles

HR Personnel Processor

Personnel Administration

Role Description: HR Personnel Processor

The HR Personnel Processor role has the ability to maintain employee master data and perform employee actions including hiring, separating, promoting, demoting, or reassigning employees. This role also maintains individual salary changes and transfers. Work performed with the HR Personnel Processor role is similar to Personnel Services Specialist classification today.

Tasks/Responsibilities

- Maintain data associated with personnel administration actions
- Hire/rehire an employee
- Perform assignment change
- Perform salary change (including SISA/MSA and GEN programs)
- Perform a permanent separation
- Perform a temporary separation – paid, unpaid, or FMLA
- Perform an inter-department transfer
- Change employee personal data
- Administer disability process
- Administer probationary actions
- Perform the Add Concurrent Assignment Action for employees with Concurrent Employment when assignments are intra-departmental.

Related Processes

- Personnel Administration Actions
- Maintain Employee Data

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Time Display
- Organization Management Display
- HR Personnel Display
- Payroll Display
- Benefits Display
- Personnel Administration (PA) BW Reports – Employee Confidential
- Personnel Administration (PA) BW Reports – Salary Processing
- Personnel Administration (PA) BW Reports – Employee Non-Confidential (Agencies)
- Time BW Reports – Time Cal-OSHA
- Timekeeper
- Time Evaluation Processor



Security Role Profile - Department Roles

HR Personnel Processor

Personnel Administration

- HR Eligibility Processor

Key Transaction Codes

- PA10 - Display Personnel File
- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- PA40 - Personnel Actions
- PA41 - Change Entry/Leaving Date
- PA41 - Change Entry/Leaving Date
- PT_ERL00 - Time Evaluation Messages
- S_AHR_61015471 - Infotype Overview for Employee
- ZPA_EMPL_INFO_DOC - Employment Information Document
- ZTM_ABS_POOL - Absence Pool Overview Report
- ZTM_LUMP_SUM_PAYOFFS - Automatic Lump Sum Payoffs
- ZTM_Overage - Anticipated Overage Report

Commonly Used Infotypes

- Read Absence Quotas (2006)
- Read Payroll Status (0003)
- Update Absence Donation/Withdrawal (US) (0613)
- Update Absence Pools (0696)
- Update Absences (2001)
- Update Actions (0000)
- Update Additional Abx. Data (0082)
- Update Additional Payments (0015)
- Update Additional Personal Data (0077)
- Update Additional Withholding Info US (0234)
- Update Address (0006)
- Update Adjustment Reasons (0378)
- Update Attendance (2002)
- Update Bank Details (0009)
- Update Basic Pay (0008)
- Update Company Instructions (0035)
- Update Corporate Functions (0034)
- Update Date Specifications (0041)
- Update Employee Action Substantiation (9007)



Security Role Profile - Department Roles

HR Personnel Processor

Personnel Administration

- Update Family Dependent (0021)
- Update FMLA Event (0672)
- Update General Benefits Information (0171)
- Update Insurance Plans (0168)
- Update Main Personal Assignment (0712)
- Update Miscellaneous Plans (0377)
- Update Monitoring of Tasks (0019)
- Update Org Assignment (0001)
- Update Other US Taxes (0235)
- Update Personal Data (0002)
- Update Planned Working Time (0007)
- Update Qualifications (0024)
- Update Quota Corrections (2013)
- Update Recurring Payments/Deductions (0014)
- Update Residence Status (0094)
- Update Residence Status (VISA) (0048)
- Update Residence Tax Area (0207)
- Update Tax Treaty (0556)
- Update Time Quota (0416)
- Update Time Sheet Defaults (0315)
- Update Time Transfer Specifications (2012)
- Update Unemployment State (0209)
- Update Withholding Info W4 (0210)
- Update Work Tax Area (0208)
- Update Workers Comp (0076)
- Update WS Substitutions (2003)

Security Role Profile - Department Roles

Organization Charting Tool (Nakisa)

Organizational Management

Role Description: Organization Charting Tool (Nakisa)

Nakisa is used to extract organization information from MyCalPAYS and present it in an Organization Chart format. This provides a traditional organizational chart diagram that is familiar to Human Resource administrators. There are a limited number of user licenses for this software. For the whole State of CA there are only 3000 licenses available. Therefore, the agency may wish to consider assigning the role to key agency HR staff. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- Ability to provide organizational charts either printed or electronically
- Generate and distribute organizational charts
- Utilize Nakisa as a quality review measure since the organization chart diagram is presented in a format familiar to HR administrators and more convenient to view than the SAP organization structure

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Organization Management Display

Key Transaction Codes

- None

Commonly Used Infotypes

- None



Security Role Profile - Department Roles

Organizational Management (OM) Display

Organizational Management

Role Description: Organizational Management (OM) Display

The Organization Management Display role has the ability to display the MyCalPAYS organization structure, positions and jobs within the organization, along with the employees that have been assigned to the positions. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- Display to jobs and positions
- Display to the SAP organization structure
- Execute SAP standard reports to view jobs, positions and organization structure

Related Processes

- Create or Edit Position
- Create and Maintain Organizational Unit

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- None

Key Transaction Codes

- P013D - Display Position
- PO03D - Display Job
- PO10D - Display Org Unit
- PPOSE - Display Org Structure
- PPSS - Display Structure
- S_AHR_61016491 - Report Existing Org Units
- S_AHR_61016493 - Report Org Structure
- S_AHR_61016494 - Report Org Structure with Positions
- S_AHR_61016495 - Report Org Structure with Persons
- S_AHR_61016497 - Report Existing Jobs
- S_AHR_61016498 - Report Job Index
- S_AHR_61016499 - Report Job Description
- S_AHR_61016501 - Report Complete Job Description
- S_AHR_61016502 - Report Existing Positions
- S_AHR_61016504 - Report Position Description
- S_AHR_61016505 - Report Task Description - Positions
- S_AHR_61016509 - Report Vacant/Obsolete Positions



Security Role Profile - Department Roles

Organizational Management (OM) Display

Organizational Management

- S_AHR_61016528 - Report Structure Display/Maintenance
- S_AHR_61018831 - Report Obsolete Positions
- S_AHR_61018869 - Report Periods of Unoccupied Positions

Commonly Used Infotypes

- Read Account Assignment Features (1008)
- Read Additional Job Attributes (9003)
- Read Descriptions (1002)
- Read Employee Group/Subgroup (1013)
- Read General Attributes (1222)
- Read Justify Re-establishment (9012)
- Read Objects (1000)
- Read Planned Compensation (1005)
- Read Position Attributes (9002)
- Read Relationships (1001)
- Read US Job Attributes (1610)
- Read Vacancy (1007)
- Read Work Schedule (1011)

Security Role Profile - Department Roles

Payroll Administrator

Payroll

Role Description: Payroll Administrator

The Payroll Administrator role maintains payroll master data for employee records including overpayments, employee tax information, bank details, earnings and deductions (wage types).

Tasks/Responsibilities

- Determine overpayment collection and/or payment method from employees
- Communicate with employees regarding payroll issues
- Process employee earnings and deductions (wage types)
- Review payroll-related reports
- Print replacement pay advices
- Maintain employee bank details
- Maintain employee tax master data

Related Processes

- Payroll Simulation Processing
- Earnings and Deductions Processing (wage types)

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Payroll Display
- Benefits Display
- Time Display

Key Transaction Codes

- PA20 - Display HR Master Data
- PA30 - Maintain HR Master Data
- PA61 - Maintain Time Data
- PC00_M10_CALC_SIMU - Simulation
- PC00_M10_CEDT - Remuneration Statement
- PC00_M10_HRF - Remuneration Statement with HR Forms
- PT60 - Time Evaluation
- PUOC_10 - Off-Cycle Workbench
- PUOC_10_CE - Off-Cycle Workbench USA CE



Security Role Profile - Department Roles

Payroll Administrator

Payroll

Commonly Used Infotypes

- Read Absence Donation/Withdrawal (US) (0613)
- Read Actions (0000)
- Read Address (0006)
- Read Adjustment Reasons (0378)
- Read Basic Pay (0008)
- Read Cost Distribution (Position) (0018)
- Read Date Specifications (0041)
- Read Family Dependent (0021)
- Read Flexible Spending Accounts (0170)
- Read Garnishment Adjustments (0216)
- Read Garnishment Document (0194)
- Read Garnishment Order (0195)
- Read General Benefits Information (0171)
- Read Health Plans (0167)
- Read Insurance Plans (0168)
- Read IRS Limits USA (0161)
- Read Main Personal Assignment (0712)
- Read Miscellaneous Plans (0377)
- Read Monitoring of Task (0019)
- Read Org Assignment (0001)
- Read Payroll Results Adjustment (0221)
- Read Payroll Status (0003)
- Read Personal Data (0002)
- Read Residence Status (0094)
- Read Residence Status (VISA) (0048)
- Read Savings Plans (0169)
- Read Tax Treaty (0556)
- Read Time Quota (0416)
- Update Absence Quotas (2006)
- Update Absences (2001)
- Update Additional Off-Cycle Payments (0267)
- Update Additional Payments (0015)
- Update Additional Withholding Info US (0234)
- Update Attendance (2002)



Security Role Profile - Department Roles



Payroll Administrator

Payroll

- Update Bank Details (0009)
- Update Cost Distribution (Employee) (0027)
- Update Other US Taxes (0235)
- Update Planned Working Time (0007)
- Update Quota Corrections (2013)
- Update Recurring Payments/Deductions (0014)
- Update Residence Tax Area (0207)
- Update Time Transfer Specifications (2012)
- Update Unemployment State (0209)
- Update US Overpayment Recovery (0909)
- Update Withholding Info W4 (0210)
- Update Work Tax Area (0208)
- Update Workers Comp (0076)
- Update WS Substitutions (2003)



Security Role Profile - Department Roles



Payroll Display

Payroll

Role Description: Payroll Display

The Payroll Display role has the ability to display and execute reports associated with payroll results and master data. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- Display pay dates
- Display payroll results
- View general tax information
- View payroll journals
- View payroll statistics
- View time data
- View W-4 information

Related Processes

- Payroll Processing

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- None

Key Transaction Codes

- PA20 - Display HR Master Data
- PC_PAYRESULT - Display Results
- PC00_M10_CEDT - Remuneration Statement
- PC00_M10_HRF_PJ_ASCE - Display Payroll Journal (Central)
- PC00_M10_REC - Payroll Reconciliation Report
- PC00_M99_CLGA09 - Wage Type Statement
- PC00_M99_CWTR - Wage Type Reporter
- S_AHR_61018754 - Display Payroll Results
- S_PH9_46000172 - Wage Type Reporter
- S_PH9_46000361 - W-4 Withholding Allowance Report
- ZPC00_M10HRF_PJ_PRCE - Display Payroll Journal
- ZPY_IDL_LC4800_STATS - Payroll/IDL/LC4800 Gross Statistics



Security Role Profile - Department Roles

Payroll Display

Payroll

Commonly Used Infotypes

- Read Absence Donation/Withdrawal (US) (0613)
- Read Absence Quotas (2006)
- Read Absences (2001)
- Read Actions (0000)
- Read Additional Off-Cycle Payments (0267)
- Read Additional Payments (0015)
- Read Additional Withholding Info US (0234)
- Read Address (0006)
- Read Adjustment Reasons (0378)
- Read Attendance (2002)
- Read Bank Details (0009)
- Read Basic Pay (0008)
- Read Cost Distribution (Employee) (0027)
- Read Cost Distribution (Position) (0018)
- Read Credit Plans (0236)
- Read Date Specifications (0041)
- Read Exclude Contract from Chargeback (0941)
- Read Family Dependent (0021)
- Read Flexible Spending Accounts (0170)
- Read General Benefits Information (0171)
- Read Health Plans (0167)
- Read Imputation of Pension (0326)
- Read Insurance Plans (0168)
- Read IRS Limits USA (0161)
- Read Main Personal Assignment (0712)
- Read Miscellaneous Plans (0377)
- Read Monitoring of Task (0019)
- Read Org Assignment (0001)
- Read Other US Taxes (0235)
- Read Payroll Results Adjustment (0221)
- Read Payroll Status (0003)
- Read Personal Data (0002)
- Read Planned Working Time (0007)
- Read Quota Corrections (2013)



Security Role Profile - Department Roles



Payroll Display

Payroll

- Read Recurring Payments/Deductions (0014)

- Read Residence Status (0094)

- Read Residence Status (VISA) (0048)

- Read Savings Plans (0169)

- Read Tax Treaty (0556)

- Read Time Quota (0416)

- Read Time Transfer Specifications (2012)

- Read US Overpayment Recovery (0909)

- Read Withholding Info W4 (0210)

- Read WS Substitutions (2003)

Security Role Profile - Department Roles

Position Control

Organizational Management

Role Description: Position Control

The Position Control role has the ability to initiate workflows related to creating, changing, and reinstating delimited (subject to GC12439) positions. Position changes are initiated via the Enterprise Portal Interactive Adobe Forms which are approved thru various roles that have been identified. In the legacy environment the process is completion of the Standard 607 Change in Established Position form. The users that currently complete the 607 form are the users that should be role mapped to this role. This role is also responsible for requesting any modifications to the organizational units in the MyCalPAYS organization structure which is done through a paper form submitted to SCO.

Tasks/Responsibilities

- Initiates position requests
- Initiates organization unit requests
- Review SAP position changes
- Review SAP organization structure

Related Processes

- Create / Edit Position
- Create and Maintain Organizational Unit

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- Budget Analyst
- Budget Officer
- DOF Position Approver

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Organization Management Display
- OM BW Reports – Position
- OM BW Reports – Funding
- OM BW Reports – GC12439
- OM BW Reports – Turnover

Key Transaction Codes

- MyCalPAYS Portal - Change Position Workflow
- MyCalPAYS Portal - Create Position Workflow
- MyCalPAYS Portal - GC12439 Re-Establish Positions Workflow
- S_AHR_61016510 - Report Correct Vacancies
- ZOM_DPA_POS_ROSTER - Establish Position Roster Report
- ZOMR_POS_MSTR - OM Position Master File



Security Role Profile - Department Roles

Position Control

Organizational Management

Commonly Used Infotypes

- Read Account Assignment Features (1008)
- Read Basic Pay (0008)
- Read Descriptions (1002)
- Read Employee Group/Subgroup (1013)
- Read General Attributes (1222)
- Read Justify Re-establishment (9012)
- Read Objects (1000)
- Read Org Assignment (0001)
- Read Personal Data (0002)
- Read Planned Compensation (1005)
- Read Position Attributes (9002)
- Read Relationships (1001)
- Read Vacancy (1007)
- Read Work Schedule (1011)

Security Role Profile - Department Roles

Time Display

Time Management

Role Description: Time Display

The Time Display role has the ability to display time data including absences, attendances, and work schedules for employees. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- View absence quotas
- View absence and attendance reports
- View planned working time
- View quota compensation information
- View substitutions
- View time accounts
- View time approvals
- View time reports
- View time statement
- View timesheets

Related Processes

- Time Management Processes

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- None

Key Transaction Codes

- CAOR - Display Report (Structure-Related)
- CAT3 - Timesheet
- CAT8 - CATS: Object
- CATS_DA - Display Working Times
- CATSXT_DA - Display Work Time and Tasks
- PA51 - Display Time Data
- PT_BAL00 - Cumulated Time Evaluation Results
- PT_QTA10 - Display Absence Quota Information
- PT63 - Personal Work Schedule



Security Role Profile - Department Roles

Time Display

Time Management

Commonly Used Infotypes

- Read Absence Quotas (2006)
- Read Absences (2001)
- Read Additional Abx. Data (0082)
- Read Attendance (2002)
- Read Date Specifications (0041)
- Read Org Assignment (0001)
- Read Planned Working Time (0007)
- Read Quota Corrections (2013)
- Read Time Quota (0416)
- Read Time Transfer Specifications (2012)
- Read WS Substitutions (2003)

Security Role Profile - Department Roles

Time Evaluation Processor

Time Management

Role Description: Time Evaluation Processor

The Time Evaluation Processor role is responsible for running Time Evaluation when the situation arises. Human Resources staff within the departments should not have access to run Time Evaluation unless it is mandatory that Time Evaluation be run before the next scheduled Time Evaluation. Examples of when they may need to force a Time Evaluation run is if an employee unexpectedly terminates and the state needs to issue their warrant before close of business. It is expected that only a handful of department staff will have this role.

Tasks/Responsibilities

- Run Time Evaluation

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Time Display

Key Transaction Codes

- PT_ERL00 - Display Time Evaluation Messages
- PT60 - Time Evaluation

Commonly Used Infotypes

- Read Basic Pay (0008)
- Read Date Specifications (0041)
- Read Main Personal Assignment (0712)
- Read Monitoring of Task (0019)
- Read Org Assignment (0001)
- Read Payroll Status (0003)
- Read Personal Data (0002)
- Update Absence Quotas (2006)
- Update Absences (2001)
- Update Attendance (2002)
- Update Planned Working time (0007)
- Update Quota Corrections (2013)
- Update Time Transfer Specifications (2012)



Security Role Profile - Department Roles



Time Evaluation Processor

Time Management

- Update WS Substitutions (2003)

Security Role Profile - Department Roles

Timekeeper

Time Management

Role Description: Timekeeper

The Timekeeper role is responsible for entering time for employees not using Employee Self Service (ESS) or interface capability.

Tasks/Responsibilities

- Enter time for employees
- Identifies time processing errors
- Provide time statements and reports to employees without ESS access

Related Processes

- Time entry

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Time Display
- Work Schedule Maintainer

Key Transaction Codes

- CAT2 - Record Working Time
- PA51 - Display Time Data
- PA61 - Maintain Time Data
- PT50 - Quota Overview
- PTFMLA - FMLA Workbench

Commonly Used Infotypes

- Read Absence Quotas (2006)
- Read Date Specifications (0041)
- Read Org Assignment (0001)
- Read Quota Corrections (2013)
- Read Time Transfer Specifications (2012)
- Update Absences (2001)
- Update Attendance (2002)
- Update FMLA Event (0672)
- Update Planned Working Time (0007)
- Update WS Substitutions (2003)

Security Role Profile - Department Roles

Work Schedule Maintainer

Time Management

Role Description: Work Schedule Maintainer

The Work Schedule Maintainer role is responsible for entering work schedules for employees. This role also has the ability to maintain employee work schedules, including substitutions.

Tasks/Responsibilities

- Process work schedule change requests

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Time Display

Key Transaction Codes

- PA51 - Display Time Data
- PA61 - Maintain Time Data

Commonly Used Infotypes

- Read Absence Quotas (2006)
- Read Absences (2001)
- Read Attendance (2002)
- Read Date Specifications (0041)
- Read Org Assignment (0001)
- Read Quota Corrections (2013)
- Read Time Transfer Specifications (2012)
- Update Planned Working Time (0007)
- Update WS Substitutions (2003)

